

CHECKLIST FOR FILING GUARDIANSHIPS (TEHAMA)

For Guardianship

- ☐ Fee Waiver, if applicable
- ☐ Petition for Guardianship and attachments
 - Attachment 1c for more than one child
 - Attachment 8 for information regarding any assistance or public benefits received by the child(ren)
 - Attachment 9 for information regarding other cases (like, adoption, juvenile court, divorce) affecting the child(ren)
 - Attachment 13 for your declaration regarding the need for guardianship or an explanation regarding detriment to child(ren) if left in the custody of parent or parents
 - Attachment 15 if you are unable to locate a parent, grandparent or sibling of the proposed ward over the age of 12
- ☐ Notice of hearing
- ☐ Consent, Nomination and Waiver
- ☐ Confidential Guardian Screening Form (if co-guardians, each must complete this form)
- ☐ Duties of Guardian
- ☐ Order Dispensing with Notice (if applicable)
- ☐ Order Appointing Guardian
- ☐ Letters of Guardianship

For Temporary Guardianship

- ☐ Petition for Temporary Guardianship
 - Attachment 3 explains why a temporary guardian should be appointed. Depending on this statement, the court may require a hearing prior to granting the temporary guardianship, or it may grant the temporary guardianship without a hearing.
- ☐ Order Appointing Temporary Guardian
- ☐ Letters of Temporary Guardianship

Proof of Service

- ☐ The Notice of Hearing has a Proof of Service by mail on the back of the form.
- ☐ The parents must be personally served, or served by mail with notice and acknowledgment of receipt. The proof of personal service should be filed with the court prior to the hearing.

Copies:

Make 1 copy of the Fee Waiver forms. These are confidential and are not served on anyone.

Make 2 copies of all other documents. Place the original on top, with acco holes punched at the top.

Place the copies of each form directly behind each original for presentation to the clerk for filing.

The clerk will not file the Notice of Hearing, but will make sure the case number appears on the form.

Take the Notice of Hearing to be filed when after the copies have been served on all interested persons and the proof of service on the back of the form has been completed.